



Overview of DOE Foreign Travel Order 551.1D

Travel Liaison Committee (TLC) Meeting

LBNL Building 90-3122

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OCFO
LAWRENCE BERKELEY NATIONAL LABORATORY
Office of the Chief Financial Officer

Overview

- Key changes (551.1C vs. 551.1D)
- Preparing foreign authorizations
- U.S. Department of State
- Revisions and cancellations
- Help and support
- Trip reports and abstracts
- Group discussion (Q&A)

Key Changes

Current Order 551.1C

- RPSO determines TR submission timeframe
- RPSO determines vacation guidelines
- Approval required for trips that exceed TR estimates by 25% or more
- RPSO specific supplemental documents may be required (e.g. 5 and 11-point justifications)
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New Order 551.1D

- All TR's are to be submitted 30 days prior to departure
- 2:1 vacation ratio for all foreign trips entered into FTMS
- Approval no longer required when actual costs exceed estimate by 25% or more
- Elimination of RPSO specific supplemental documents

Key Changes

Current Order 551.1C

- Aviation Management approval required when airline selected is not listed on DOE accepted carrier list.
- OSTI abstract required upon completion of travel.
- Late justification required (RPSO specific documentation)
- Conference agenda uploaded in FTMS (RPSO specific)

New Order 551.1D

- Approval eliminated. Each site is responsible for ensuring traveler meet airline safety standards
- Abstract requirement eliminated
- Late justifications requirement eliminated
- Conference agendas and presentations are required regardless of funding

Preparing foreign travel authorizations

- ❑ Submit foreign travel authorizations at least 30 days prior to departure
- ❑ Provide a detailed benefit to Government (between 230 and 1500 characters)
- ❑ Provide a detailed trip purpose (between 500 and 1500 characters)
- ❑ Contact information (e.g. host and after-hours)
- ❑ Conference travel documents (agenda/presentation) required at time of submission.



U.S. Department of State

Singapore	Germany	China	Chile
New Zealand	United Kingdom	Russia	Brazil

- ▣ Name of airline
- ▣ Flight numbers
- ▣ Departure point (including date/time)
- ▣ Arrival point (including date/time)



This also includes stopovers (not connecting flights) in any of the locations above which are in excess of 8 hours.

All travel arrangements for locations above are to be forwarded
to EWalker@lbl.gov & cc: LLRobinson@lbl.gov

U.S. Department of State

New Zealand

Chile

Russia*

Brazil*

Costa Rica*

- ❑ Phone number
- ❑ Lodging dates
- ❑ Address
- ❑ Confirmation



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*has designated lodging locations

Revisions and cancellations

- Please notify Ewalker@lbl.gov and cc: TravelHelp@lbl.gov with ANY changes or cancellation of foreign trip **before** departure or next location.
- Project ID cannot be changed once authorization is DOE Approved; Resource adjustment will be required.
- What changes will require DOE approval?
 - Project ID (if B&R code is different)
 - Adding a project ID or foreign funding
 - Adding new a country
 - Date changes in excess of +/- 3 days

Trip reports and abstracts

The post-travel trip report is required for foreign travel when salary and/or travel expenses are funded by DOE. Trip reports are to be submitted within 30 days of trip completion.

- What is an abstract?
 - A brief summary of major highlights, benefits, and results of meetings and/or experiments.
- Foreign Trip Report Guidance
 - http://travel.lbl.gov/foreign/foreign_tripreports.html

As of **October 1, 2011** – DOE's Office of Scientific and Technical Information (OSTI) eliminated trip abstracts. ***TREX is pending modification.***

As of **August 1, 2012** – DOE's Office of Management has eliminated foreign trip reports.

Help and support

▣ Travel Services Webpage

- ▣ <http://travel.lbl.gov>

▣ Foreign Travel Information Center

- ▣ <https://commons.lbl.gov/x/e4CCAQ>

▣ Foreign Travel Authorization

- ▣ Elijah Walker – 495.2483
- ▣ Lonnette Robinson – 486.5403
- ▣ Maxine Redfearn – 486.6711 (reimbursable airfare)

▣ Foreign Travel Visa

- ▣ Sarah Lyons – 925.422.1345 or SLyons@carlsonwagonlit.com

Group discussion

